



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF MENTAL RETARDATION SERVICES
ANDREW JACKSON BUILDING, 15TH FLOOR
500 DEADERICK STREET
NASHVILLE, TN 37243

MEMORANDUM

DATE: February 12, 2007

TO: Kathleen Clinton
John Craven
C.J. McMorran

FROM: Stephen H. Norris
Deputy Commissioner

SUBJECT: Use of Health Care Oversight Forms

By memo dated August 18, 2005 (attached), the general requirements for health care oversight were addressed. Several questions have arisen, however, regarding (1) the requirement for use of the **Health Care Oversight Form** for service recipients receiving community services through the Division of Mental Retardation Services (DMRS) and (2) who is responsible for filling out the Health Care Oversight Form.

Health Care Oversight Forms are not required for service recipients in developmental centers or in private ICFs/MR. For service recipients receiving community services, the DMRS Provider Manual says that a copy of the Health Care Oversight Form is to be maintained in the *Service Recipient Residential Record* that is kept in the service recipient's place of residence. Thus, if a service recipient is receiving one of the four residential services (i.e., Residential Habilitation, Supported Living, Family Model Residential Support, and Medical Residential Services), a Health Care Oversight Form is required. The Provider Manual also states that a copy is to be included in the Support Coordination Record and in the records of providers of Respite and of Behavioral Respite Services. This would be applicable, however, only when the service recipient is receiving a residential service specified above. Current policy thus requires the use of a Health Care Oversight Form only for service recipients who are receiving a residential service (i.e., Residential Habilitation, Supported Living, Family Model Residential Support, and Medical Residential Services).

The qualifications of the person who fills out the Health Care Oversight Form are not specified in the Provider Manual. The form can be completed by residential provider staff familiar with the service recipient's needs. Completion by a nurse is not a requirement. Guidance on completion of the Health Care Oversight Form may be found in the Health Care Oversight training manual dated June 2005.

SHN:wlm

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